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Manual *for* Foreign Missionary Work

of

BOARD OF MISSIONS AND CHURCH EXTENSION OF THE METHODIST CHURCH

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150 Fifth Avenue, New York 11, N. Y.

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MANUAL FOR FOREIGN MISSIONARY WORK

Prepared by the Interdivision Committee on Foreign Work and adopted by the Executive Committees of the Woman's Division of Christian Service and of the Division of Foreign Missions of the Board of Missions and Church Extension of The Methodist Church in March, 1943.

Reprinted with revisions, 1945 and 1949.

FOREWORD

This *Manual* is intended primarily for the use of the foreign missionaries of the Board. It seeks to define the relations of the missionaries to the Board and to outline the main routine procedures to be followed by the Board and the missionaries in carrying on work committed to them by the Church.

In a few instances terms are found which vary somewhat from expressions used in the *Discipline.* For example, the full names of the two agencies of the Board administering the work of foreign missions are (1) Division of Foreign Missions, and (2) Department of Work in Foreign Fields of the Woman's Division of Christian Service. For convenience and brevity these are referred to in the *Manual* as (1) General Division and (2) Woman's Division.

The terms, "Board" and "Board Secretary," are used instead of "Division" and "Division Secretary" wherever this can be done without obscuring the meaning. This usage is preferred because of the suggestion of unity which it carries.

This edition of the *Manual* embodies changes which have been made since the 1945 edition was published. Every missionary is expected to know and observe the provisions of the current *Manual.* The references to the *Discipline* are to the edition of 1948. Wherever the word Article occurs it refers to this *Manual.*

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MISSIONARY MANUAL

I. AIM AND ORGANIZATION

Art. 1. The Aim of Missions

"The supreme aim of Missions is to make the Lord Jesus Christ known to all peoples in all lands as their Divine Saviour, to persuade them to become His disciples, and to gather these disciples into Christian Churches; to enlist them in the building of the Kingdom of God; to cooperate with these Churches; to promote world Christian Fellowship, and to bring to bear on all human life the spirit and principles of Christ." (*Discipline,* Par. 1166.)

Art. 2. The Board

The general administrative agency of The Methodist Church for missionary work is an incorporated organization called the Board of Missions and Church Extension of The Methodist Church. "Its objects are religious, philanthropic and educational, designed to diffuse more generally the blessings of Christianity in every part of the world, by the promotion and support of all phases of missionary and Church extension activity in the United States and other countries; to promote missionary intelligence, interest and zeal throughout The Methodist Church; and to aid in Christianizing personal life and the social order in all lands and among all peoples. Other agencies of The Methodist Church shall conduct work in foreign fields only with the consent of and in cooperation with the Board of Missions and Church Extension." (*Discipline,* Par. 1169.)

Art. 3. Divisions of the Board

The Board conducts its activities through three administrative Divisions and a Division of Education and Cultivation, namely: (1) Division of Foreign Missions, (2) Division of Home Missions and Church Extension, (3) Woman's Division of Christian Ser-

vice, (4) Division of Education and Cultivation. (Cf. *Discipline,* Par. 1178.)

Art. 4. Provision for Administration of Foreign Missions

(a) Bishops

After missionaries have been assigned to fields by action of the Divisions, within a given field they are appointed annually by the Bishop of the Area after consultation with his cabinet. In fields where there is an affiliated autonomous church appointments are made in the manner agreed upon for that field. All missionaries are expected to work in harmony with the plans and programs of their Bishop or General Superintendent.

(b) General Division and Woman's Division

The work of foreign missions is administered by the Division of Foreign Missions and by the Department of Work in Foreign Fields of the Woman's Division of Christian Service. (Cf. *Discipline,* Pars. 1197, 1245.) (Note: The work in Alaska, Hawaii, Puerto Rico and the Dominican Republic is administered by the Division of Home Missions and Church Extension and by the Department of Work in the United States of America, Alaska, Hawaii, Puerto Rico and the Dominican Republic of the Woman's Division of Christian Service. Cf. *Discipline,* Pars. 1213, 1247.)

To the Division of Foreign Missions are committed all the general foreign missionary activities. (Cf. *Discipline,* Par. 1197.) "The purpose of the Woman's Division of Christian Service is to develop and maintain Christian work among women and children at home and abroad; to cultivate Christian family life; to enlist and organize the efforts of Christian women, young people and children in behalf of native and foreign groups, needy childhood, and community welfare; to assist in the promotion of a missionary spirit throughout the Church; to select, train, and maintain Christian workers; to cooperate with the local church in its responsibilities, and to seek fellowship with Christian women of this and other lands in establishing a Christian social order around the world." (*Discipline,* Par. 1242.)

Hereafter in this *Manual,* for the sake of convenience, the Division of Foreign Missions is called General Division and the

Department of Work in Foreign Fields of the Woman's Division of Christian Service is called Woman's Division. However, in all legal documents, bank accounts, deeds of transfer, leases, wills, and contracts, the legal names of the Divisions should be used, namely, Division of Foreign Missions of the Board of Missions and Church Extension of The Methodist Church, and Woman's Division of Christian Service of the Board of Missions and Church Extension of The Methodist Church.

Each Division has authority to regulate its own proceedings; to recommend fields of labor; to accept, train and maintain workers; to buy and sell property; to secure and administer funds for the support of all work under its charge; and to prepare and recommend to the Board appropriations for its work. (Cf. *Discipline,* Pars. 1196, 1241.)

(c) Interdivision Committee

The two Divisions cooperate in formulating plans and policies. To facilitate this cooperation there is an Interdivision Committee on Foreign Work composed of an equal number from each Division. (Cf. *Discipline,* Pars. 1199, 1245.)

II. DEFINITION AND CLASSIFICATION OF MISSIONARIES

Art. 10. Definition

To be a regular foreign missionary of the Board a candidate shall have been (1) recommended by the Joint Committee on Missionary Personnel (Cf. *Discipline,* Par. 1189); (2) accepted and presented to the Board by the General Division or the Woman's Division (Cf. *Discipline,* Pars. 1196, 1198, 1240, 1241); and (3) commissioned by the Board and assigned to some foreign field. (Cf. *Discipline,* Par. 1191.)

All missionaries are missionaries of the Board but they serve under the administrative direction of their respective Divisions.

No person shall be accepted as a foreign missionary of the Board for service in a country of which he is a native.

On account of the additional expense and increased health risks, as well as the lessened freedom for language study during the first years on the field, only in exceptional cases does the Board appoint candidates who already have children.

Art. 11. Classes

There are two classes of missionaries, Commissioned or Regular Term missionaries and Special Term missionaries.

Commissioned missionaries are subject to assignment to any work for which they are qualified. They are commissioned for life service in accordance with the procedure indicated in Art. 10.

Special Term missionaries enter the service of the Board for a single fixed period of not less than three years. They may be persons of experience and special competence in some line of service who can devote a limited number of years to a special assignment abroad or they may be young persons just out of college or professional school who have not yet accepted foreign mission service as their life work but who believe in the missionary enterprise and desire to spend at least a few years in service abroad. They are approved by the Joint Committee on Missionary Personnel and accepted and assigned by the General or Woman's Division to a definite work in a foreign country, but they are not commissioned by the Board. They are not granted special time for language study, but may be given a short orientation course before going to the field.

Commissioned and Special Term missionaries receive the same salary, travel and medical allowances and provision for living quarters. Special Term missionaries receive only one-half of the personal outfit allowance granted to regular missionaries.

When a person serving as a Special Term missionary desires to enter foreign service as a Commissioned missionary of the Board, application for such change shall be made through the Board Secretary for the field in which the missionary is serving. The secretary shall transmit the application to the Joint Committee on Missionary Personnel. Only after approval by the Joint Committee on Missionary Personnel and by the General or Woman's Division shall such a missionary be commissioned as a missionary.

Persons received into a Conference on the field but not accepted by the Board are not missionaries under the Board. Reception by an Annual or Mission Conference gives them no claim to recognition as Board missionaries, or to receive the support of Board missionaries, allowances for children, furlough or retired allowances from the funds of the Board of Missions and Church Extension.

Missionaries shall be listed for official record according to the classifications provided for in this chapter. If there is any variation from the *Manual* provisions in the terms of employment of any missionary, this variation shall be noted in the official records of the Division at the time of acceptances.

Persons sent to the field for special service for less than three years shall not be designated as missionaries.

Art. 12. Married Missionaries

When a married couple applies for missionary service under the Board the qualifications of both persons shall be considered by the Joint Committee on Missionary Personnel. Neither party will be accepted unless both are recommended by the committee and when accepted both husband and wife are considered missionaries of the Board.

When a single man serving as a missionary of the Board plans to marry and desires to continue in the service of the Board he should take up with the Board the financial matters involved and also the question of securing from the Joint Committee on Missionary Personnel approval of the missionary qualifications of his betrothed. Unless she is approved by the committee and accepted by the

Board he cannot continue in the service of the Board after marriage to her.

A single woman who becomes engaged after her arrival on the field should confer with her Board Secretary before deciding the time for the marriage in order that provision for her work may be made.

If a woman missionary marries during her first term of service she shall refund to her Division an amount on outgoing travel and outfit allowance in proportion to the term of service remaining uncompleted, unless she continues to render service to her Division.

III. QUALIFICATIONS REQUIRED AND APPLICATION FOR APPOINTMENT

Art. 20. Joint Committee on Missionary Personnel

There is a Joint Committee on Missionary Personnel of the several Divisions of the Board which recommends to the Board standards and qualifications of missionary candidates for home and foreign service and is responsible for their enlistment, cultivation, training and recommendation. (Cf. *Discipline,* Pars. 1189, 1190.)

Art. 21. Application

Applications for appointment to missionary service shall be made to the Personnel Secretary who will provide the forms to be used and state the procedure to be followed.

Art. 22. Qualifications of Commissioned Missionaries

The Basic Essential, whether for service at home or abroad, is a vital loyalty to Jesus Christ: a life that bears witness to the Christian conception of the Fatherhood of God and the Brotherhood of Man.

Church membership: It is the custom with possible exceptions to send as missionaries those persons who are members of The Methodist Church.

Age: 24 to 33 years.

Education: For all missionaries—college degree from an accredited college. One year's additional study in a school for missionary training approved by the Board.

Evangelistic missionary:

a. Ministerial—both college and theological seminary.
b. Lay—college and one or more years in a school for missionary training.

Educational missionary:

a. Elementary and Secondary—college degree, courses in education. A certificate to teach is most desirable.
b. College—higher degrees are generally required.

Medical missionary:

Doctor—M.D. from a Class A medical school with two years of internship.

Nurse—college, plus the R.N. degree.

Experience: At least one year of successful experience in work similar to that to which he will be assigned. (For doctors the internship or residency will take the place of this.)

Health: Good health is a necessity, since the work is difficult and exacting. A thorough examination under the direction of the Medical Secretary of the Board is required. No missionary will be permitted to sail unless his health has been cleared by the Medical Department within eight weeks of sailing.

Candidates will not be accepted by a Division as missionaries earlier than approximately one year before they are ready to go to the field or are ready to undertake specialized missionary training.

Art. 23. Qualification for Special Term Missionaries

Qualifications for Special Term missionaries are generally the same as those set for Commissioned missionaries.

There are special types of service for younger unmarried men and women for which the following standards apply:

Age: 21-25 years.

Education: Graduation from an accredited college.

Experience: Part-time or student work experience will be recognized.

Marital status: They must agree to remain single during the period of service.

Art. 24. Transfer of Missionaries from Other Boards

If for any reason a regularly qualified missionary of another denomination desires to transfer to the Methodist Board he shall secure release from his own Board and shall then present his candidate papers and church credentials to the Joint Committee on Missionary Personnel. This committee will then follow its regular procedure for making a recommendation to the Division concerned.

IV. SALARIES AND ALLOWANCES

Art. 30. Principles Determining Amount

The salaries and allowances of all Commissioned and Special Term missionaries are fixed by the Board. For missionaries in like circumstances and conditions the salaries are equal. It is the policy of the Board to provide salaries that will enable missionaries to work efficiently and give their entire time and attention to missionary service without anxiety concerning personal living expenses as long as they practice reasonable economy.

Art. 31. Basic Salary

Salaries vary in different countries according to the expense of living. The yearly salary of a new missionary or missionary couple without children is the basic salary for that field. The actual salary is the basic salary plus increase for years of service and an allowance for children which varies according to the age and number of children. In some fields there may be an additional allowance for missionaries who reside in places where the cost of living is appreciably higher than in other parts of the same field.

In addition to salary, living quarters with heavy furniture are provided by the Board.

The salary of new missionaries begins one month before date of sailing.

Art. 32. Furlough Salary and Rental Allowance

The basic salary for missionaries on regular furlough in the United States is the same for missionaries from all fields.

A rental allowance shall be made according to the schedule fixed by the Board at each Annual Meeting.

Furlough salary and rental allowance begin upon arrival in the United States. The furlough salary changes to field salary at date of sailing for field.

A Special Term missionary, after arrival in the United States, will receive one month's salary for each year of service, up to three years, unless remunerative employment is found earlier.

Art. 33. Increase in Salary*

The salary shall be increased for years of service according to the schedule fixed by the Board at each Annual Meeting.

Art. 34. Children's Allowances

Children's allowances shall be according to the schedule fixed by the Board at each Annual Meeting.

Children's allowances are regarded as additions to the salaries of the parents. They do not cover the full cost of maintenance, but are provided in consideration of the increased family expense. Payments are made to the parents and not directly to the children.

Art. 35. Adopted Children

Married missionaries shall not adopt children without previous consultation and permission of the Board. In no case will permission be given for the adoption of more than two children in any one family for which the Board will assume responsibility for children's allowances. Adopted children must be of the same race as the parents.

Single missionaries shall neither adopt children nor take them as their own.

Art. 36. Outfit Allowances

New missionaries are granted a personal outfit allowance. Preparatory to returning to the field after each regular furlough a personal re-outfit allowance is granted. The amount of outfit and re-outfit allowance is according to the schedule fixed by the Board at each Annual Meeting.

Doctors are allowed $75. and nurses are allowed $50. for personal medical equipment. Special grants for both doctors and nurses for additional personal medical equipment may be made when necessary.

Art. 37. Earnings in Addition to Missionary Salary and Allowances

Commissioned and Special Term missionaries are expected to devote their whole time and strength to the work under the auspices

*The Woman's Division has accepted this as a goal to be reached in the future.

of the Board. Other work for pay shall be engaged in only with the express permission of the Board, and the money received shall be used for mission work as may be directed by the Board.

Missionaries should avoid business entanglements. They are not to borrow money from nationals or contract debts or engage in any form of buying and selling for gain or to lend money to nationals upon interest.

V. FURLOUGHS AND TERMS OF SERVICE

Art. 40. Purpose of Furlough

At the end of each complete term of service on the field each missionary is required to return to the homeland on furlough for a period of approximately one year. The main objects of the furlough are to enable the missionary to obtain needed rest, medical care and mental and spiritual renewal and to re-establish family relationships; to report to the home church, whose representative he is, and in so doing to deepen its missionary interest; and through study in school and by observation of improved methods in institutions and churches to prepare for better work upon returning to the field.

The furlough should not be regarded as a vacation or a year off. It is required by the Board as a means of maintaining and increasing the effectiveness of the missionary and the interest of the home church.

Art. 41. Term of Service

The first term of service is five years for all fields except the ones named below in which the first term is as indicated:

	Single	*Married*
Liberia	3 years	3 years
Bolivia	4 years	4 years
Belgian Congo	4 years	5 years
Malaya	4 years	5 years

Subsequent terms of service are as indicated below:

Africa	*Single*	*Married*
Angola	5 years	5 years
Rhodesia	5 years	6 years
Southeast Africa	5 years	5 years
Liberia	3 years	3 years
Congo	4 years	5 years
North Africa	6 years	6 years
Argentina	6 years	7 years
Bolivia	5 years	5 years
Brazil	6 years	7 years
Bulgaria	6 years	7 years
Burma	6 years	6 years
Central America	5 years	5 years
Chile	6 years	7 years
China	6 years	7 years
Cuba	6 years	6 years
India	6 years	7 years

	Single	*Married*
Japan	6 years	7 years
Korea	6 years	7 years
Malaya	5 years	5 years
Mexico	6 years	7 years
Peru	5 years	5 years
Philippines	5 years	5 years
Poland	6 years	6 years
Sumatra	5 years	5 years
Uruguay	6 years	7 years

Missionaries on the field, who labor under peculiar climatic conditions, or where annual vacations are not feasible, may be allowed a brief mid-term leave of absence. The time and place for such leave should be recommended to the Board after consultation with the Bishop and the Field Committee.

Art. 42. Use of Furlough

Before leaving the field missionaries should correspond with their Board Secretary concerning plans for the use of the furlough.

Upon arrival in the United States missionaries are entitled to have at least the first month for rest and visits with friends. After that time, unless the Medical Department recommends otherwise, they are at the disposal of the Board for such further preparation for service or for home cultivation as may seem best.

After plans for rest and medical care have been made in accordance with the report of the Medical Department and plans for study have been approved by the Board Secretary, the Division of Education and Cultivation shall be informed of the time the missionary will be free to engage in cultivation work under the direction of that Division.

The major portion of the first furlough and part of succeeding furloughs shall be spent in study. After the second furlough the furlough period may be shortened, if desired by the missionary and recommended by the Board Secretary.

Art. 43. Application for Furlough

The Missionary Committee, when reporting its askings to the Board, shall call attention to the furloughs which are due during the year for which the askings are made, and shall make recommendations concerning the same, including the date when furlough should begin. The Missionary Committee shall keep the

Bishop and chairman of the Field Committee informed of its recommendations concerning the furloughs of missionaries. At the time appropriations are made for a given year the Board shall pass upon the furloughs which fall within that year.

Art. 44. Vacation of Missionaries

Each missionary is expected to take an annual vacation of approximately one month, away from his station if possible, and free from all conferences, committee meetings and other professional duties.

VI. RECALL AND WITHDRAWAL OF MISSIONARIES

Art. 50. Mutual Obligations

Missionaries are subject to the direction of the Board, yet they are not employees in the ordinary sense. They are co-workers with the Board in carrying on a work to which both Board and missionary are constrained by the spirit of God. Even when there is no written contract, there are obligations which are morally binding upon both missionary and Board.

It is assumed that Commissioned missionaries enter upon their work for life. However, circumstances may arise which make it necessary for a missionary to withdraw from the service of the Board or for the Board to withdraw or recall a missionary.

When a missionary accepts travel allowance and goes to a mission field he thereby obligates himself to complete the regular term of service on that field unless prevented by ill health. At the same time the Board obligates itself to continue his support if his work is satisfactory.

If a missionary leaves the work or returns home on his own volition before completing the regular term of service, he shall return at his own expense and refund outgoing travel and outfit allowance in proportion to the term of service remaining uncompleted, except when the return is for health reasons, or is authorized by the Board.

If a missionary shows unfitness for the work due to inability to acquire the language, failure to make adaptation to conditions on the field, inharmonious relations with associates, or any other cause, he may be withdrawn or recalled by the Board. In such case expenses home will be paid by the Board. Where circumstances warrant, the Board will grant regular furlough salary for not more than six months.

A missionary withdrawn from the field for health reasons shall be given consideration according to the circumstances.

Art. 51. Discontinuance after First Term of Service

At the end of the first term of service the relation between the missionary and the Board may be terminated without discredit.

If terminated, salary shall be paid for six months unless remunerative employment is found earlier. If the missionary intends to resign, notice of such intention should be given at the beginning of the furlough.

Art. 52. Discontinuance after Second Term

After a second term of service has been satisfactorily completed it is assumed that the missionary will continue in the service of the Board unless notice to the contrary is given. If the missionary intends to resign, notice of such intention should be given at the beginning of the furlough, in which case furlough salary will be continued for six months unless remunerative employment is obtained earlier. If the Board does not plan to return the missionary to the field, notice shall be given at the beginning of the furlough period and the salary shall be continued for nine months from date of leaving the field, unless remunerative employment is found earlier.

If at any time during the furlough period the Board decides that it is inadvisable to return a missionary to his field, the salary will be continued for six months from the time that such notice has been given to the missionary if the missionary is dependent upon the salary for support.

Art. 53. Discontinuance for Marriage

When a single woman missionary marries, her salary is automatically discontinued. In case she marries anyone other than a missionary of the Board her status as a missionary shall cease.

Art. 54. Evacuation

Whenever conditions arise on any field making it advisable for the Board to evacuate its missionaries, the Board reserves the right to take such action.

Art. 55. Leave of Absence Without Salary

When a missionary is unable for any reason to return to the field and wishes to retain the status of a missionary of the Board, the Division concerned may at its discretion grant a leave of absence without salary. The leave of absence shall be granted for not more than one year at a time, and a missionary shall not

be continued in this status for more than five years. The time spent "on leave of absence" shall not be counted in reckoning credit for retirement allowance. If at any later time such person should desire reinstatement as an active missionary, the application shall come to the Division concerned in the usual way through the Joint Committee on Missionary Personnel. (The above provision shall not apply to a missionary who has been evacuated or withdrawn from the field by the Board on account of war or other emergency. The status of such missionary will be determined by special action of the Division concerned.)

VII. MEDICAL CARE

Art. 60. General Policy on Medical Expenses

It is the intention of the Board to assist missionaries in maintaining good health. The missionary is expected to follow the general rules of health involved in protective inoculations, annual examinations, and cooperation with the Medical Department; failure to do so will be taken into consideration in settling bills when presented. It is assumed that reasonable care and economy will be followed in incurring medical expenses.

All correspondence regarding health and medical bills should be directed to the Medical Secretary. This is essential for several important reasons, among them the fact that his file must contain all health data.

Art. 61. Services of Medical Missionaries

In stations where medical missionaries of the Board are located they are regarded as the physicians of the missionaries and will render professional service to them without charge. In case a missionary desires the services of another physician, it shall be at personal expense unless such course of action is recommended by the Board's physician. Where there is no medical missionary of the Board, the Division concerned will be responsible for necessary expense incurred in reaching or obtaining the nearest competent physician or surgeon.

The missionary nurse, save in exceptional cases and when especially requested by the doctor in charge, is not expected to undertake general nursing duties in the family of a missionary.

Hospitals under the Board, when caring for missionaries of the Board are expected to make their charges as nearly as possible on a cost basis, to include medicines, supplies, food, accommodations and service, but not including the salaries of the foreign staff or charges based on capital investment in buildings or equipment.

Art. 62. Expenses Not Fully Paid by the Board

(1) Dental work. One half of the expense of regular dental work, including dentures, will be paid. Dental work involving unusual cost should not be undertaken without consultation with the Medical Secretary. The Board assists in corrective dentistry

(orthodontia) only in exceptional or extreme cases, and after consultation with the Medical Secretary. When dental X-rays are required as part of the examination ordered by the Medical Secretary at home or by the doctor on the field, one half the cost will be paid by the Board.

(2) Optical work. The oculist's fee for examining the eyes will be paid. The Board does not share in the cost of glasses.

(3) Confinement cases. In the case of normal confinement one half the expenses will be paid by the Division of Foreign Missions. In exceptional cases the bills will be reviewed by the Medical Secretary for possible action.

(4) Hospitalization. (a) When hospital service is engaged during furlough with the approval of the Medical Secretary, the Board will reimburse expenses on the basis of semi-private room service, or its equivalent. In the case of a single missionary there will be a deduction of $1. a day from the amount to be reimbursed.

(b) When on the foreign field where the equivalent of the U. S. A. semi-private ward is not available, the next suitable type of hospital service available above the general ward will be provided at Board expense.

(5) Medicines, etc. When medicines are specifically ordered by a physician there will be full reimbursement by the Board. In the case of special health appliances, reimbursement will be subject to study and recommendation by the Medical Secretary. The cost of preparations such as hormones and vitamins will be reimbursed one half when prescribed by an approved physician. Ordinary drugs and supplies used in the home are not included in Board help. Health services other than those recommended by the Medical Department or some other authorized physician will not be recognized by the Board.

(6) Children of missionaries. Missionary children in the United States whose parents are on the mission field should keep the Medical Secretary informed of significant health problems. His cooperation and approval are required when incurring medical costs which are later to be reimbursed.

(7) Retired missionaries. Until the retirement allowances of the united Boards can be unified, the regulations regarding medical care of retired missionaries will be continued as formerly applied by the respective Boards.

(a) The Board does not pay medical and dental bills of missionaries retired under the provisions of the Woman's Division or its predecessors, except in cases of emergency.

(b) Missionaries of the Division of Foreign Missions who have given 25 years of service or who were in active service of the Division of Foreign Missions at the time of retirement will be under the same policy as active missionaries for the payment of approved medical and dental bills.

(8) Funeral expenses. It is not the practice of the Board to pay funeral expenses.

Art. 63. Method of Payment

All medical bills shall be incurred personally and in no case shall be charged to the Board of Mission Treasurer.

Bills incurred on the field and en route to the field shall be paid by the Mission Treasurer in conformity with the preceding rules; however, the Mission Treasurer shall not be authorized to pay more than $150. for a single illness. These bills shall be transmitted semi-annually to the Board through the Medical Secretary on special blanks provided for that purpose. When the total bills exceed $150. for a single illness for an individual they shall be referred for action directly to the Medical Secretary and the Division Secretary concerned.

Treasurers on the field may make temporary advances up to fifty per cent of the bill when the financial burden during the interim until executive committee action is taken is embarrassing the missionary. Bills incurred en route from the field to the United States and while in the United States shall be paid by the Division Treasurer after approval by the Medical Secretary and the Division Secretary concerned.

All bills in excess of $150. require Executive Committee action.

Art. 64. Medical Examinations and Reports

Medical examinations and reports shall conform to the following regulations:

(1) There shall be an annual health examination of each missionary in active service on the field. The record of such examination shall be sent to the Medical Department and a duplicate kept in the individual's Health Survey booklet. These examinations shall be reported on regular blanks provided by the Medical Department. An annual examination of each child shall be included.

(2) At the beginning of furlough each missionary shall have a thorough examination, preferably at the port of arrival, where experienced physicians are available who are rendering this service for the Board. Definite advice as to procedures will come from the Medical Department. The missionary should allow enough time in the travel schedule for an extra day or two at the port of arrival for these examinations. After receipt and study of the report, the Medical Department will send to each missionary a survey of his health condition with advice for correcting health deficiency. The advice should be carefully followed and the health record should be kept readily available for the information of any physician consulted who may find it helpful in directing his treatment.

The findings of this examination will be the basis of the Medical Secretary's recommendation to the Division Secretary regarding the furlough program. Furlough study and deputation work should not be undertaken until there is satisfactory clearance by the Medical Department.

During the furlough period the health problems revealed by the initial examination should be cleared under the direction of the Medical Department, which should be consulted as to the local doctor and hospital.

(3) No missionary will be permitted to sail to his field until his health is cleared by the Medical Secretary. This should be done about eight weeks before sailing. These regulations apply to each child as well as to the parents.

(4) Major ill health experience on the field should be reported fully to the Medical Secretary as soon as possible. This report should preferably be made by the physician in charge with additional data from the missionary.

(5) Board permission for an emergency health furlough will be given only after receipt of report on blanks provided for the purpose from a physician which, in the judgment of the Medical

Secretary, shows that such furlough is necessary. Wherever possible, the physician's report should be accompanied by the recommendation of the Bishop and the Missionary Committee. Where there is insufficient time for correspondence, this may be arranged by cable.

(6) The Board requires that smallpox vaccinations be repeated every four years from the time of the last successful take. If there is no take, the vaccination should be repeated annually.

Typhoid-paratyphoid inoculations are required every two years if triple inoculation is employed. The Seiler method of annual intracutaneous inoculations may be used if preferred.

In the case of children under fourteen years of age, diphtheria immunization is required. Usually protection is afforded by a single administration of the toxoid which should be given at about one year of age.

Yellow fever inoculations are required for all missionaries going to areas where this disease is endemic.

Under emergency conditions other protective inoculations may be required.

VIII. MISSIONARY COMMITTEE

Art. 70.

(1) On each field there shall be a Missionary Committee charged with the responsibility of keeping the Board advised of matters affecting the maintenance, efficiency and welfare of the missionary force.

The committee shall be composed of the missionary members of the Field Committee. In fields where there is a Central Council or Council of Cooperation instead of a Field Committee, the missionary members of the council shall constitute the Missionary Committee.

The Missionary Committee shall prepare the estimates and askings for missionary support and submit them to the Board in time for the approved items to be included in the annual appropriations. "Missionary support" includes such items as rent and maintenance of missionary residences, language study and other items of expense in maintaining the missionary force. All other askings shall be left to the Field Committee.

The Missionary Committee, when desirable, may meet with all the missionaries for counsel. It may constitute such sub-committees as it may desire for the conduct of its work.

The Missionary Committee shall appoint a Language Study Committee. (See Art. 81.)

The Missionary Committee shall make its report in duplicate and send one copy to the Board Secretary for the General Division and one copy to the Secretary for the Woman's Division.

(2) All-India Missionary Committee. For the consideration of matters of India-wide concern related to the support of missionaries, it is recommended:

(1) That an All-India Missionary Committee be formed consisting of the Branch and Central Treasurers, the Mission Treasurer and the Field Correspondent of each Annual Conference, and a missionary representative of the All-India institutions as may be determined by the Divisions. This committee shall deal directly with the Divisions of the Board as do the Conference Missionary Committees, but it shall not be a substitute for the Conference Missionary Committee.

(2) Its powers and duties shall be as follows:

(a) To serve as a clearing house for all matters related to missionaries which are of all-India concern;

(b) To suggest all-India financial policies or procedures concerning missionaries, and refer same for necessary consideration and action to the Divisions;

(c) To make recommendations to the Divisions for changes in salaries and allowances for missionaries;

(d) It shall have no authority to take any action beyond making recommendations to the Divisions except as authority may be delegated to it from time to time by the Divisions through concurrent action.

(3) The All-India Missionary Committee shall convene in connection with the meeting of the Central Conference or the Executive Board so as to involve a minimum of time and expense. Matters arising ad interim may be considered by an executive committee created by the committee.

(4) Records of the actions and related correspondence of the committee shall be sent to the Divisions of the Board through the Branch and Central Treasurers and shall be regarded as confidential.

(5) The Branch and Central Treasurers shall in connection with the Conference Committees bring to the attention of the All-India Missionary Committee the items which are properly referred to it, such as conditions of the missionary residences, allowances for travel and vacations, etc.

IX. STUDY OF LANGUAGE, CULTURE AND HISTORY OF FIELD

Art. 80. Language Study Required

Without a thorough knowledge of the language and culture of the people a missionary is greatly handicapped in whatever line of work he undertakes, and he misses the joy of understanding fellowship with persons beyond the limited circle of those who know English. The Board requires all Commissioned missionaries to learn the language, and allows time for this purpose. Exceptions to this rule will be made only upon vote of the Division.

Art. 81. Language Study Committee

On each field and in each language area there shall be a Language Study Committee appointed by the Missionary Committee.

This committee shall prescribe a course of study to be followed by new missionaries for from two to five years, depending upon the difficulty of the language or languages to be learned. In addition to the work in language and literature the course shall contain prescribed readings on the culture and history of the country.

The Language Study Committee shall guide new missionaries in their study, examine their progress and make an annual report through the Missionary Committee to the Board on each missionary's progress in acquiring the language until he has completed the prescribed course.

The committee shall recommend to the Missionary Committee the plan to be followed in meeting the expense of language study and the Missionary Committee shall include the amount needed in its askings for missionary support.

The missionary's proficiency in the use of the language shall be an important factor in the Board's decision concerning his return to the field after the first term of service.

Art. 82. Language School

In language areas where language schools have been well established, the new missionary shall attend as long as he is so advised by the Language Study Committee.

Art. 83. Language Teachers

When necessary, individual language teachers will be provided for new missionaries for the first year and for as much longer as the Language Study Committee may decide necessary.

X. CORRESPONDENCE, REPORTS AND SPECIAL APPEALS

Art. 90. Correspondence with the Board

Missionaries are expected to write report letters to their Board Secretary once a quarter. When a letter contains material of public interest and value to the missionary cause it will be shared with the Division of Education and Cultivation or used in some other way to advance the cause of missions.

Secretaries of committees on the field which are concerned with both the General and Woman's Division, such as the Field Committee or the Missionary Committee, should send copies of committee reports and covering letters to the Secretary of each Division.

Matters relating to travel, purchase and shipment of goods should be written on separate sheets and marked for the Department of Transportation, the Shipping Department or the Department of Purchasing. Items concerning adjustment of accounts and other personal financial matters should be written on separate sheets and marked for the Treasurer of the Division concerned.

Art. 91. Letters to Supporters

Good letters from missionaries on the field to the groups or individuals supporting them or their work are of great value in maintaining missionary interest. On the other hand, carelessly written or indiscreet letters can do much harm. Fault-finding criticism of native peoples and their government is of doubtful value to the missionary spirit of the home church and tends to provoke opposition on the field. Criticism of missionary methods and policies is more properly addressed to Secretaries and Board members.

Each letter should convey to the reader something of the writer's own confidence in and loyalty to the total missionary enterprise of the Church.

Missionaries and nationals shall make no appeal for money for objects which have not been specifically approved by the Division concerned upon recommendation of the Field Committee. Such funds should invariably be sent to the Treasurer of the Division concerned, either directly or through a Conference Treasurer and should not be sent directly to the field.

XI. FIELD COMMITTEE

Art. 100. Provisions of the *Discipline*

The *Discipline* provides for a Field Committee (Par. 1202), defines its relation to an executive board or council of cooperation where such exists (Par. 1203) and provides also for a joint council in an affiliated autonomous church which may exercise the functions of a Field Committee (Par. 1205).

Art. 101. Significance and Function

The Field Committee is the Board's representative and counsellor in matters related to policy and program and to its missionaries and funds. It provides for group thinking and joint planning of the total program of the Board. It shall make reports and recommendations to the Board concerning general policies as well as special programs. It is not to be a joint meeting of two separately organized committees representing the work of the General and Woman's Divisions, where all the thinking and planning is done separately and the conclusions merely reported to a joint session.

The committee is also the nexus between the Board and the Annual Conference or Provisional Annual Conference. It is not responsible to the Conference. It does not possess any of the powers granted to the Conference by the *Discipline,* but it may properly make recommendations to the Conference as well as to the Board.

The committee has the right and duty to receive reports from all institutions and agencies of the Church which receive aid in any form from the Board of Missions and Church Extension. It may make recommendations to the Board, to the Conference, or to institutions, but it does not take the place of committees of the Conference or of regularly constituted boards of schools and other agencies.

The committee provides an opportunity for united, harmonious and comprehensive planning and thus serves to coordinate the work of the two Divisions of the Board, the Annual Conference, and the various institutions and agencies of the Church.

The committee employs no workers. It holds no property and can neither buy nor sell property.

It is not responsible for the appointment of workers, including the missionaries. This function belongs to the Bishop in consultation with his cabinet.

The committee has the larger opportunity, on the one hand, of working through the Church on the field and thereby of fostering the Church's growth; and on the other, of guiding the Board in discharging its reponsibility for the wise use of its missionaries and funds.

The high objective of the committee is to aid in developing for the whole field a unified program of advance which gives to every agency an opportunity to exert its full strength and which receives the whole-hearted understanding and sacrificial support of the Christian community, and to keep that program up to date.

To the Field Committee is thus entrusted strategic leadership in achieving the supreme *Aim of Missions* as set forth in Par. 1166 of the *Discipline* and Art. 1 of this *Manual.*

Art. 102. Composition

The Field Committee shall consist of the following members:

(1) The resident Bishop; the Mission Superintendent; and, when authorized by the Central Conference, the Annual Conference or Provisional Annual Conference may add the District Superintendents as members ex-officio.

(2) Missionaries chosen by the missionaries of the Conference. The number of missionary members shall be determined by this group. Wherever possible, there shall be an equal number of members from each Division. It is suggested that the Mission Treasurer be included in the committee membership

(3) Nationals elected by the Conference. As a rule the number of national members shall be equal to the number of missionary members in (1) and (2) above. It is desirable that there be an equal number of men and women among the national members.

(4) One or more alternates may be named for each group, who shall fill vacancies in their respective groups in the order of election.

Art. 103. Election, Approval and Tenure

At the time of the first meeting of the Conference following a session of the General Conference, the Bishop, or in his absence,

the chairman of the Missionary Committee (Art. 70) shall call a meeting of all the missionaries for the purpose of determining the number of missionary members of the Field Committee and of electing the same.

The number of missionary members shall then be reported to the Conference, and the Conference shall proceed to elect by whatever method it chooses, the members to which it is entitled. (Art. 102.)

In constituting the committee, care should be exercised that all interests of the Conference are represented.

As soon as members of the Field Committee have been elected, the secretary of the retiring committee shall communicate to the General Division and to the Woman's Division the complete list of their names, together with their correct postoffice addresses and the type of work in which each person is engaged.

The Interdivision Committee shall consider the eligibility of the proposed members and report promptly to the Divisions its recommendations for approval or disapproval. When both Divisions have approved, the Board Secretaries concerned will in a joint communication report the action to the secretary of the retiring Field Committee and to the resident Bishop. The tenure of the incoming committee shall begin on the date when the approval of the committee by the Divisions is received on the field. The members of the retiring committee shall serve until that date.

Vacancies may be filled annually at the time of the meeting of the Conference. A furlough constitutes a vacancy which shall be filled for the remainder of the four-year period.

Art. 104. Organization

As soon as convenient, after word has been received from the Board that the Field Committee has been approved, the resident Bishop, or the chairman of the retiring Field Committee, shall call together the committee for organization and the beginning of its work.

A chairman and a secretary are the only officers needed. Mission Treasurers are provided for elsewhere. (Art. 120.)

Sub-committees may be appointed as needed.

There may be a sub-committee on the work of the Woman's Division and a sub-committee on the work of the General Division.

The sub-committee on the work of the Woman's Division should consist of the women members of the committee. Any person, either a national or a missionary, may offer suggestions with reference to the work of the Board to these sub-committees or directly to the Field Committee as may be desired. The Field Committee may appoint a woman correspondent on the work of the Woman's Division.

A Building Committee should be constituted, with power to consider plans for all buildings to be constructed with funds in whole or in part from the Board, and to bring its recommendations to the Field Committee for consideration and recommendation to the Board.

Art. 105. Preparation of Estimates

The responsibility for the preparation of the first draft of the Estimates may be assigned by the Field Committee to the sub-committees on Woman's Work and General Work respectively. These sub-committees may devise their own means of assembling the data necessary for the preparation of the Estimates.

In the consideration of the recommendations from the sub-committees, there should be full and frank discussion in order that there may be a well-balanced and coordinated program. The responsibility for recommending to the Board the Estimates for the work budgets for both Divisions lies with the Field Committee.

The Estimates must finally be askings from the two Divisions separately listed and separately reported to both Divisions, but both must have the approval of the Field Committee as a united body.

For institutions and interdenominational agencies involving more than one Annual Conference, the askings shall be sent to the Executive Board or its appropriate committee for consideration and recommendation to both Divisions.

For interdenominational institutions and agencies in an Annual Conference, the askings of these institutions and agencies from one or both Divisions of the Board shall become a part of the Estimates for denominational work and shall follow the usual course.

The Field Committee may recommend changes in projects or appropriations either within a Division or as between the two Divisions. It may also recommend plans for the coordination

and union of projects where desired. But when once made the committee cannot change appropriations from one Division to another, or from one project to another. The Mission Treasurers are instructed to handle all mission funds in accordance with the appropriations of each Division.

Any desired changes must be reported with the Estimates for the ensuing year. If emergencies should arise during the year demanding changes in appropriations, recommendations for such changes may be made to the Field Committee for consideration and for recommendation to the Divisions for action.

In accordance with Par. 1199 of the *Discipline,* the Estimates and Askings of the Field Committees will be referred to the Interdivision Committee on Foreign Work, which is charged with the consideration of policies, programs and estimates which come from Field Committees. The Interdivision Committee will report its recommendations to the Divisions of the Board.

Art. 106. Recommendations Concerning Return of Missionary to Field

When a missionary is about to complete a term of service or to leave the field for special furlough, the Field Committee may make recommendation to the Board regarding his return. It shall be its duty to make such recommendation at the end of the first term. This recommendation should be based entirely upon the committee's judgment concerning the acceptability and effectiveness of the missionary as a Christian worker. In the case of a missionary on Board support, the effect of the missionary's return or non-return upon the Board's appropriation to the field should not be considered by the committee.

Art. 107. Agenda

At any meeting of the Field Committee, after the call to order, devotions and approval of the minutes, the following agenda may be used.

Report of the general state of the work in the Conference by the Bishop, District Superintendent, heads of institutions and projects, field evangelists, directors of religious education, and general officers of the Church who may be present by invitation, noting particularly the bearing of the use of missionaries and mission funds upon the state of the Church.

Report of any emergencies that may require mission aid.

Report of interdenominational projects to which missionaries of either or both Divisions are assigned and which are receiving mission aid.

Report of similar union projects of the two Divisions.

Consideration of the need of new missionaries for the two Divisions.

Consideration of the Estimates for financial aid:

1. For the Division of Foreign Missions
2. For the Woman's Division of Christian Service
3. For union projects between the two Divisions
4. For interdenominational projects.

Proposals for coordination of the work of the two Divisions.

Unoccupied fields and unmet needs requiring mission aid.

Miscellaneous business.

XII. ESTIMATES, APPROPRIATIONS AND INDIGENOUS SUPPORT

Art. 110. Missionary Support and Work Maintenance

The Board shall separate the funds which it provides for carrying on the work on mission fields into two parts, (1) Missionary Support appropriations and (2) Work Budget appropriations.

Missionary Support includes salary and allowance of missionaries, furlough travel, individual language teachers and other items of expense in maintaining the missionary force, such as rent or repairs on missionary residences.

Work Budget includes money provided for evangelistic work, social work, religious education, educational work, medical work, literature, buildings and for any other purpose except Missionary Support.

Mission Treasurers shall at all times keep funds for Missionary Support separate and distinct from funds for Work Budget.

Art. 111. Appropriations

The fiscal year of the Board of Missions and Church Extension is from June 1 to May 31. In the General Division the field appropriation year is from August 1 to July 31.

The Board makes its appropriations at the Annual Meeting for the succeeding fiscal year, but it reserves the right to make changes in the appropriations which it has voted whenever changes seem necessary or desirable.

With respect to the responsibility assumed by the Board for paying appropriations the General Division divides its appropriations into two classes, (1) Regular and (2) Conditional. Regular appropriations are paid out of the general income of the Division. Conditional appropriations are for items which are approved by the Division, the payment of which is made conditional upon the receipt of gifts designated for that purpose.

Art. 112. Askings and Estimates

Askings and Estimates shall be prepared annually on the field in time to reach the Board Secretaries in New York at least three months before the Annual Meeting of the Board.

Askings and Estimates for Work Budget shall be prepared by the Field Committee. (In affiliated autonomous churches the Central Council exercises the functions of a Field Committee. In Missions, the Mission exercises the functions of a Field Committee. Cf. *Discipline,* Pars. 1205, 1206.)

The annual Askings and Estimates prepared by the Field Committee should show for each institution or unit of work, (1) the total amount needed for the ensuing year, (2) the amount to be raised on the field, and (3) the amount asked from the Board to supplement field receipts.

Art. 113. Special Gifts and Appeals*

In the General Division appeals for designated gifts shall be made only for projects which have been approved by the Field Committee and the Division. Such appeals should ask only for new or additional gifts and not for the transfer of the regular giving of a church, group or individual to some designated project.

In no case should appeals be made for funds to be sent direct to the field; all designated and special gifts should pass through the Division Treasury. The Division Treasurer shall report such gifts to the Mission Treasurer and Board Secretary concerned, giving essential information about each gift, and the Mission Treasurer shall in turn report this information to the person or institution for which the gift is made.

The fullest cooperation between the Board and missionaries is necessary if the sympathy and interest of donors are to be maintained and if the gifts are to be continued.

If money for the work is received by missionaries direct from non-native sources, this money should be reported to both the Division and the Mission Treasurer.

In all contacts with the home church missionaries should strive to promote interest in the total program of missions and encourage giving through the regular channels of the Church. The building up of a work which is in a large measure dependent upon the annual solicitation of specials in America by a missionary is a policy to be avoided. In the long run such a policy usually fails to promote continuous growth. It tends to bring about maladjustments

*In the Woman's Division no appeals may be made for designated gifts.

to local conditions and sources of support on the field, to become an obstacle in the way of a balanced program and to introduce an unwholesome element into the relations between missionary and national workers.

Art. 114. Indigenous Support

No institution planted by the missionary can come to maturity and reach a position of strength and stability unless it is able to draw support from its local environment.

From its inception, mission work should move toward self-support and self-direction by emphasizing the privilege of Christian stewardship and by making proper adjustments to the local economic and social environment. Missionaries should not request the Church in America to furnish funds which the field is able to provide. Normally the churches and institutions which are well established should look to local sources and not to the Church in America for any needed increase in income.

XIII. MISSION AND BRANCH, OR CENTRAL MISSION TREASURERS

Art. 120.

Each Division has one or more Treasurers on each mission field in which it has work. Such are called "Mission Treasurers" and are elected by the Division which they represent.

A Mission Treasurer may be elected to serve as the representative of a Division in a country with one or more conferences, or in the territory of an Annual Conference, a Provisional Annual Conference or a Mission.

In a mission field where there is need for several Treasurers, one may be elected by the Division as a Central or Branch Treasurer and assigned such coordinating duties as the Division concerned may decide.

Normally Mission Treasurers are elected by a Division upon nomination of the Field Committee. A Division may, however, elect a Mission Treasurer without such nomination.

In some instances the same person may serve both Divisions. Such a Treasurer is termed a "Joint Mission Treasurer" or a "Joint Central Mission Treasurer"; but the funds of the two Divisions are kept separate. Such a person is elected by the two Divisions upon recommendation of the Interdivision Committee, after consultation with the Treasurers of each Division.

Art. 121.

The office expense of Joint Treasurers shall be shared by the two Divisions on an equitable basis and shall be recommended by the appropriate Field Committees in their annual Estimates. The salary of the Treasurer shall continue to be paid by the Division to which the missionary belongs. The funds of each Division shall be kept in separate accounts and the books shall be kept separate.

Art. 122.

The Mission Treasurers are responsible to the Divisions for the performance of their duties.

The office of the Mission Treasurer is entirely separate and distinct from the office of the Annual Conference Treasurer. The

latter is elected by the Annual Conference and works under the authority and supervision of the Annual Conference. *(Discipline,* Par. 790).

Art. 123.

(1) Distribution of remittances: The Treasurers are the agents of the Divisions for the distribution of all money sent by the Divisions to their areas. Salaries of missionaries and all other appropriations shall be paid regularly as directed by the Divisions. Treasurers should not request the remittance of funds for buildings, for the purchase of land and the repair of property and other funds not expended currently until needed. Such funds, when sent to the field, shall be held by the Treasurer until needed for the purpose designated. Funds which the Divisions specifically place at the disposal of the Field Committee shall be paid by the Treasurer as ordered by the appropriate committee.

(2) In countries where there is a Branch or Central Treasurer, all items of Missionary Support shall be paid by him direct to the missionaries; Work and other appropriations shall be paid according to the procedure best suited to the particular locality.

(3) Bank Accounts: All mission funds shall be kept in well established banks. Such accounts shall not in any way be mingled with the personal affairs of the Treasurer. Bills of Exchange shall not be sold or drafts drawn unless there is actual need of funds. All bank accounts shall be opened in the legal names of the Divisions. Treasurers shall be bonded by their respective Divisions.

(4) Records and Files: The Mission, Branch, or Central Treasurer shall keep clear and accurate accounts of all income and disbursements, issue receipts for income other than appropriations and secure vouchers for disbursements. He shall keep files of all official correspondence. He shall deliver to his successor in office all books, accounts, files and other records. All records are the property of the respective Divisions, and are open at any time for inspection by an authorized representative of the Division.

(5) Reports and Audit: The Mission, Branch, or Central Treasurer shall make to the Division Treasurer and Board Secretary a quarterly report of all income and disbursements, and a trial balance semi-annually. In a field where there is a Central

Mission Treasurer the other Mission Treasurers shall make to him such reports as the Division may direct. The books of the Treasurer shall be audited annually according to instructions from the Division Treasurer.

(6) The Treasurer shall be the representative of the Division with reference to the property of the Division and shall see that property of the Division is adequately insured in accordance with the plans of the Division. The Treasurer shall keep a careful list of all properties owned by the Division, keeping separate accounts for each property. The Treasurer shall be responsible for securing and safeguarding all deeds and other legal papers pertaining to property except where this responsibility has been otherwise assigned.

(7) When a missionary leaves the field the Treasurer should send promptly to the Division a statement giving the date to which salary has been paid and the amounts advanced for transit. This report is necessary in order that a complete and satisfactory adjustment of accounts can be made with the missionary concerned.

(8) Limitation upon authority: The Treasurers shall at all times maintain a constructive and sympathetic attitude toward the financial problems of institutions and workers, but the limitations upon their authority are clearly marked and must be strictly observed. The Treasurers shall not exercise, in the name of the Division, any authority that is not expressly conferred by the Division. The Treasurers shall use money only for the purpose for which it is designated. The Treasurers shall not lend, advance, borrow or receive on deposit any funds or incur any obligation without authorization of the Division. No Treasurer shall draw drafts on the Division Treasurer without authorization of the Division.

The Mission Treasurer should not become the employer or paymaster of preachers, teachers and other national workers. Funds which the Mission Treasurer receives for aid in the support of national workers should be turned over when needed to the appropriate authorized agency or institution.

XIV. MISSION PROPERTY

Art. 130. Responsibility of Field Committee

The Field Committee is responsible for all property matters involving Board funds or Board property, except where these have been specifically committed to the Church on the field, to a board of managers, or to some other responsible body. The Field Committee shall recommend to the Board all purchases, sales, or extensive repairs. In cases where repairs or improvements cost less than $500., the Field Committee has authority to act, providing funds are available for that purpose. When repairs or improvements cost more than $500., approval of the Board must be secured in advance.

The above does not apply to missionary residences, which are the property of the Board and subject to its control, and are to be administered by the Missionary Committee.

The Field Committee may not mortgage or otherwise encumber property of the Board, borrow money on behalf of, or lend money of the Board, except with permission from the Board. Request for such permission should be made to the Board by the Field Committee in a regular session or at a session called for that purpose.

Art. 131. Holding of Titles

The titles of property now held in the names of the various uniting corporations need not be transferred to the successor organization. The titles of all new property purchased or acquired should be vested in a responsible holding body on the field duly authorized, or if this is impracticable, in the Division of Foreign Mission of the Board of Missions and Church Extension of The Methodist Church, or in the Woman's Division of Christian Service of the Board of Missions and Church Extension of The Methodist Church. Where titles cannot be held in the name of the Division concerned, recommendations should be made to the Division concerning the most feasible course to follow.

Art. 132. Care of Legal Documents

The Mission, Branch, or Central Treasurer, or other authorized representative is especially charged with the securing of legal

titles to all property. [Cf. Art. 123, (6).] Deeds to all property, abstracts of titles, insurance policies and other valuable papers shall be recorded in accordance with the laws of the country and placed in the custody of the Treasurer. When the transaction is completed, the Treasurer should send to the Board for its permanent records, on forms to be provided for that purpose, a full description of the property, its dimensions, its cost, purpose for which it is used and statement of how the title is held. When property is sold, the Board should be notified.

Art. 133. Payment of Moneys

Moneys appropriated for buildings and improvements shall not be paid until the Executive Secretary in charge is satisfied that a good title to said property is or will be secured by its payment, and that the payment of the appropriation will relieve the property of all incumbrance of debt up to the point of occupancy. Funds appropriated for building of large structures will not be transmitted in a lump sum but in installments as the building progresses.

Art. 134. Authorization of Contracts

Contracts for all buildings authorized by the Board in any mission field shall not exceed ninety (90) per cent of the funds available. Before new buildings or extensive improvements are authorized, blueprints, specifications and estimates shall be submitted to the Board.

Art. 135. Power of Attorney

When a power of attorney is requested by the Field Committee for any purpose, a complete form required by the country concerned, together with an English translation, should be forwarded with the request.

Art. 136. Future Use of Properties

The Board's investment of moneys in property for mission purposes shall carry no guaranty of perpetuity as to the use of such money or property. In the event of sale the proceeds shall be subject to the direction of the Board.

Art. 137. Properties Not in Use

It is the policy of the Board to dispose of property not in use and not likely to be needed for the work. Recommendation for such sale shall be made by the Field Committee to the Board. The funds received therefrom shall be deposited with the Mission, Branch, or Central Treasurer and promptly reported by him to the Board. Where property not used cannot be sold, it should be rented as advantageously as possible, and the proceeds reported to the Board. In such cases the character of the tenant should be carefully considered, and the proposed use of the property be in harmony with the purposes of the Board.

Art. 138. Sub-committee on Properties

Where desired a Field Committee may appoint a sub-committee on properties.

Art. 139. Reports of Property Developments on the Field

Where property is purchased and developed with local funds for which the Board is not responsible, it is requested that information regarding such transactions be sent to the Board in advance, in order that there may be a well-balanced program with no overlapping of planning, and that where maintenance is involved, the Board may express its judgment as to its ability to assume further financial responsibility.

XV. TRAVEL, SHIPPING AND PURCHASING

Art. 140. General Statement

The Board of Missions and Church Extension maintains Departments of Transportation, Shipping and Purchasing. The Department of Transportation arranges the travel of missionaries and their families to the fields to which they have been assigned. The Department of Shipping arranges the shipping of their personal effects and household goods. The Purchasing Department purchases, at considerable savings, a wide range of articles for missionaries either while they are here in this country or when they are on the field.

Art. 141. Transportation

1. *Passports, Permits and Visas.* Because of constantly changing regulations, up-to-date information concerning passports, permits and visas should be secured from the Department of Transportation as soon as plans are made for going abroad. It may take from one to six months to secure all the required papers. Passports with the required visas and permits must in many cases be presented to the steamship company before tickets can be issued, and always before the passenger goes aboard the ship.

Upon reaching their field, missionaries are advised to keep in touch with the nearest American Consulate regarding passport, permit, visa regulations and registration as American citizens in that country.

2. *Clergy Rates.* Missionaries who are in the service of the Board are eligible for reduced rates on the railroads in the United States. The Department of Transportation will send on request the necessary clergy application blanks and credentials which will serve in lieu of endorsements of resident clergymen and railroad agents. Personal signatures are required. Blanks may be obtained from the Field Treasurer when a missionary is on the field and from the Department of Transportation when on furlough. When completely filled out and signed, applications should be sent at once to the Department of Transportation in New York City with instructions as to date and port of arrival in the United States, if a missionary is on the field. If applications are sent directly to

the clergy bureaus, they must be accompanied by remittances and credential letters. The Board will pay for clergy fees for missionaries for travel to the field and during furlough periods.

In case clergy certificates are not received in advance, a missionary arriving at Gulf or West Coast ports can be accorded clergy privileges to his home without the certificates. Application for such privileges should be made to the railway ticket agent, accompanied by proper missionary credentials.

3. *Cost of the Journey.* The Board provides the cost of travel from the home of the missionary to his destination on the field by the most direct route. Any missionary wishing to deviate from this route must first secure the permission of the Board. He will then receive a sum equal to the cost of the direct journey, as estimated by the Board at the time the journey is taken. This includes rail and steamer tickets, passports and visa fees, clergy fare certificates, pullman berths, baggage, hotels and meals en route, stop overs in port, deck chairs and gratuities. All other incidental expenses (e.g. laundry, hairdresser, barber) are to be met personally.

4. *Tickets and Advances for Expenses.* Steamer tickets will be purchased by the Board. Steamer tickets and funds for expenses en route will be sent in ample time for sailing. Travel expense blanks on which to make a report of expenses will be furnished. Receipts should be taken for all items of an emergency character. Upon reaching his destination the missionary shall at once furnish the Field Treasurer a statement in duplicate of all money received for traveling expenses and an itemized statement of the expenses of the journey. After examination, the Field Treasurer will forward one copy to the Board with any necessary comments.

5. *Rail and Pullman.* Where tourist railroad tickets and tourist pullman are available in the United States, they should be used. Otherwise first class tickets and pullman are permissible. Railroad tickets must be secured at clergy rates. The missionary should arrange his own transportation to the port of departure.

6. *Hotels.* Suggestions for hotel accommodations in ports of entry, departure and en route will be furnished by the Department of Transportation on request when transportation arrangements are made.

7. *Steamers.* Steamer tickets will be provided by the Board through the Department of Transportation on receipt of a request for transportation from the Secretary of the field concerned. The use of second or tourist class has been generally adopted by the Board. Missionaries are discouraged from traveling by a lower standard than thus approved. Those who choose to travel first class will pay the additional cost personally. The Board recognizes that there are emergencies when first class travel is necessary, but recommends that wherever possible permission be secured from the Board before arrangements are made.

8. *Gratuities.* A recognized item of expense in connection with ocean travel is tips to cabin, bath, dining room and deck stewards. Such tips are generally given at the end of the journey and are governed somewhat by the amount of service rendered. It is not an easy matter to set up a scale of fees. Much depends upon the standard of living to which the stewards are accustomed in their native lands, the standard varying for Orientals, Europeans and Americans. Generally speaking the sum total of the tips given should not exceed five per cent of the cost of the steamer ticket.

9. *Stop-overs in Ports.* The Board will provide for a stay of not more than two days at port of sailing and debarkation, except in cases of sickness or emergency. At points where transfer en route is necessary, bookings should be made in advance by mail or telegraph to avoid delay. The Board will provide expenses only for a minimum period covering arrival and departure at connecting points.

Art. 142. Department of Shipping

1. *General Information.* All trunks, suitcases, chests, cartons, etc. *must bear the name of the person for whom intended* plainly painted on them or attached by means of a well-glued label. Under no circumstances use tags. If baggage is shipped to the port of embarkation by express, it should leave your city at least three weeks before your sailing date. If it is forwarded by railroad or motor truck freight, allow six weeks prior to the date of sailing. Express is much more expensive than freight, therefore whenever possible allow enough time to use freight.

2. *Baggage Allowance.* The railway companies allow each person holding a trans-Pacific steamship order or ticket 350 pounds of

baggage from any point in the United States to a Pacific port and 150 pounds to all other sailing ports. Baggage in excess of this allowance should be sent by motor truck or freight if time permits, and if not by express. Steamship companies allow from 15 cubic feet and up per adult ticket.

3. *Excess Baggage or Freight Allowance.* The Board will pay charges on freight and excess baggage to the place of destination, the total not to exceed four cubic tons or 160 cubic feet for a married missionary, with an additional allowance of ¾ cubic ton or 30 cubic feet for each child. A single missionary is allowed 2 cubic tons or 80 cubic feet. Shipping companies charge by the measurement that will give them the greater revenue. The missionary should indicate on the travel expense blank the number of cubic feet. Missionaries taking automobiles or refrigerators should confer with their respective Secretaries about special regulations governing payment of shipping charges for these items.

4. *Packing.* All goods shipped by freight must be enclosed in strong boxes (preferably of one inch lumber, tongue and grooved) securely bound with iron straps and, as a rule, not to exceed in size an ordinary trunk. Trunks shipped by freight must be securely crated or steel-strapped and locked or sealed, to comply with railway regulations. Six copies of an itemized list showing separate valuation of each item in each box and whether new or used should be sent to the Department of Shipping so that in case of loss, proper claim may be made for the recovery of the goods.

5. *Declaring of Valuation.* In making shipments of freight and baggage, missionaries should, in all cases, declare in the invoice the value of the goods shipped. A lower valuation should not be given, for, in case of loss, the amount possible to recover is fixed by the valuation declared.

6. *Examination of Shipments and Claims for Loss or Damage.* On arrival at destination, freight and baggage should be carefully examined before removal from the piers or stations. If any portion of the shipment is missing, or has been injured in transit, this fact should be entered upon the receipt given at the time of removal of the goods, or an itemized list covering missing or injured package should be made and certified, otherwise no claim will be considered.

7. *Insurance of Freight and Baggage.* Missionaries are expected to arrange through the Department of Shipping for insurance on freight and baggage shipments to guard against the great inconvenience and hardship often resulting from the loss of property in transit. The Board will pay the cost of insurance on the approved tonnage up to a value of $1,000 per adult and $500 per child.

8. *Shipping throught New York City.* If you are sailing from New York City, consign all baggage as follows:

Your name
c/o Board of Missions and Church Extension
of the Methodist Church
150 Fifth Avenue
New York City 11, N. Y.

Do not consign baggage to any other individual related to the Board. Always use your own name.

Invoices covering your baggage must be mailed direct to the Department of Shipping of the Board of Missions at the same time the material leaves your home. Number each container and show that number on the invoice, such as:

#1	One Trunk	
	1 dress	$30.00
	2 coats	$100.00
	etc.	
#2	One Carton	
	Books	$20.00

Show on the invoice where the container is wanted during the voyage, i.e. in the stateroom, in the baggage room, or in the hold.

Missionaries may use the packing room in the Shipping Department for the repacking of trunks. If any shopping is done in New York prior to sailing you may have packages sent addressed to yourself in care of the Methodist Board of Missions, 150 Fifth Avenue, New York 11. You may repack the things in the packing room, or they will be repacked for you in wooden cases if cases are allowed as baggage on the ship on which you are sailing. Wherever possible, however, try to have your baggage packed in good containers such as trunks, chests, etc. so that it will be neces-

sary in the Shipping Department only to iron strap and mark them.

The shipping rooms may be used for the assembling of goods for shipment. Packages may be sent by friends (if properly labeled with outgoing missionary's name).

9. *Forwarding through New York to the Field.* The Shipping Department will forward goods from friends in this country to missionaries on the field. The consignor should hold the goods pending instructions from the department. Full information must be sent to the department about the shipment to be forwarded, giving the name of the consignee and the ultimate destination of the goods, together with an itemized list of the goods, showing separate values for each commodity in each box, six copies of this list to be sent.

10. *Shipments to the United States.* When shipping household and personal effects back to United States, if you wish to have the Shipping Department handle the business, have the shipment consigned at the port of entry to the Board of Missions and Church Extension of the Methodist Church not to yourself or any individual. Please note that this is the exact opposite of shipments leaving the United States. However, the packages must have your name on them. This will be shown on the ocean bill of lading under the heading of marks and numbers of the packages. Regardless of who ships the material to the Board of Missions, that is, if you use an agent such as the American Express Company, have them forward to the Department of Shipping, Board of Missions and Church Extension of the Methodist Church, 150 Fifth Avenue, New York 11, New York, two signed copies of the ocean bill of lading by airmail. Please make sure that these bills of lading are not brought to the Shipping Department by yourself but are forwarded in advance by airmail. Do not have these bills of lading forwarded to anyone else. This procedure, if followed, will eliminate costly and unnecessary delays in clearing material through U. S. Customs. Advise the Shipping Department promptly where the material is to be shipped after it has been cleared through Customs at the port of entry.

Itemized invoices with separate values for each commodity, listed by cases, should be furnished with every shipment. Books sent by mail must be stamped to show the country in which they were published or printed. Rice straw, cotton waste and certain

other packing materials cannot be imported into the United States and should not be used in packing goods for shipment.

11. *Sailing from other Ports than New York.* When sailing or shipping through some port other than New York, get in touch with the Department of Shipping. They have contacts in each port and can give you information and advice which will usually save money and trouble.

12. *Customs.* Outgoing passengers should check well in advance of sailing with the Shipping Department which will advise them of articles under export control. Before reaching the port of debarkation, a declaration will have to be made giving a statement of the valuation of personal effects, household goods and articles for institutions or other persons. A declaration of the property brought in is required of every passenger, but the senior member may declare for a whole family. If purchases are made along the journey, invoices of the goods with certificates from the sellers as to prices paid for the articles may be of service in case the goods are held to be dutiable. Duty must be paid personally or by institutions or persons for whom the goods are intended.

The Board will pay duty on personal goods up to the weight and cubic contents allowed, as provided in Art. 142, 2. Duty on goods in excess of this weight allowed must be paid personally. When a missionary takes out goods for other missionaries or for institutions, the duty must be paid by the persons or institutions concerned.

Art. 143. Outfit

Information concerning types of clothing and equipment necessary for each field may be secured from the Secretary for that field.

Art. 144. Purchasing

1. Substantial *discounts* can be obtained through the Department of Purchasing on almost all commodities, e. g., household goods; photographic, building, musical, electrical, school and office supplies; typewriters; books; machinery. Comparative prices and description of goods can be furnished on request or orders can be quickly filled if maximum prices and instruction are given. Help can also be given by the Department in purchasing materials and securing

suggestions for procedure for construction work of all kinds in which engineering problems are involved.

2. All orders must be written on a separate sheet and marked for the Department of Purchasing. *Under no circumstances should they be included in the body of a letter about other matters.* When ordering electrical supplies, state the current, voltage and cycles in the place where the appliance is to be used.

3. Discounts may be obtained through the Department on the prices of *magazine subscriptions.* An automatic renewal service insures the missionaries on the field of continuous service on their subscriptions unless expiration is specifically indicated.

4. "Request to Pay Bills" will be provided to all missionaries and should accompany the orders.

Art. 145. Furlough Travel

1. In general the same rules and regulations as those for travel to the field apply to travel for missionaries coming home for furlough.

2. When a missionary reaches his home, he should send immediately to the Secretary of the Board a statement in duplicate of the money received for travel and an itemized account of the expense of the journey home.

3. The missionary coming home on furlough is not expected to bring his household effects. The Board is not responsible for *charges* for more than one cubic ton or 40 cubic feet of *freight,* ship measurement, for each adult and one half cubic ton or 20 cubic feet additional allowance for each child.

Missionaries coming home to retire will be allowed the same baggage allowance as outgoing missionaries as in Art. 142, 3.

4. Freight and duty on *gifts* or *curios,* brought or sent from the field must be *paid* by the *missionaries.*

*5. The Department of Transportation should be notified of the *date of arrival,* the *name of the steamer* and the *port* at which each missionary will arrive in order that the missionary may be met at the pier.

6. Missionaries starting on furlough must secure sufficient

*Under war conditions these regulations are subject to change.

funds (if conditions permit) from the Field Treasurer for the expenses of the journey.

7. U. S. citizens arriving in the United States of America are divided into two classes:

a. *Residents:* Such persons have usually been abroad a short time. Each is entitled to clear, free of duty, $400. worth of new replacement articles, upon entering the United States, but will be required to pay duty on remaining articles, acquired abroad, regardless of the date of purchase. Such persons maintain a legal residence in the United States.

b. *Non-residents:* Such persons reside abroad for several years. Household effects bought abroad which have been in actual use over a year may be cleared free of duty; personal effects acquired abroad are dutiable; all other items of recent purchase are subject to duty and should be listed separately with the wholesale value for each item. Gifts should be placed in one part of baggage for convenience at Customs since they are dutiable. Residence of a wife and of minor children follows that of the husband and father. Missionaries should declare themselves as "non-residents."

Art. 146. Care of Funds

1. *Foreign Exchange:* One of the greatest sources of loss to travelers in foreign lands is through monetary exchange. Experience teaches that the checks of the Board, or Travelers Checks in small denominations, are the best to take en route and are less subject to discount in exchange. Banks and reliable brokers should be used in exchanging money. The amount needed in each instance should be carefully estimated in order to avoid any surplus, since in turning money back again a second loss will result. It is a good plan to keep money in United States dollars.

2. *Losses:* Missionaries must guard themselves also from other losses of money en route. Pickpockets and other thieves are constantly on the watch for opportunities to take money from travelers who are known to have extra funds with them. It has been found best to carry no more cash than is absolutely necessary and to guard checks and other negotiable funds with the utmost care. The Board does not hold itself responsible for losses of this character. Missionaries are also urged to take great care of passports and credential cards received from the Board.

XVI. PERSONAL SERVICE FOR MISSIONARIES

The Treasurers of the General Division and the Woman's Division of the Board are ready to render such service to the missionaries assigned to each of these Divisions as may be feasible. This applies not only to service in connection with missionary work but personal matters which may involve business and financial transactions. This service is in addition to that rendered by the Transportation, Shipping and Purchasing Departments. (Cf. Section XV of this *Manual.*)

Art. 150. Payments on Behalf of Missionaries

The Treasurers will on request make regular or occasional payments in the United States, such as the sending of a fixed sum monthly or quarterly to parents, children, savings banks, building and loan associations, or other deposits.

Missionaries may have notices of premiums or insurance policies sent to the Treasurers who will make such payments when due. When desirable, missionaries may make arrangements to have monthly or quarterly deductions made from salary to accumulate for the purpose of paying obligations, thus making it unnecessary for the entire amount to be taken out of the salary in a given month or quarter.

Payments will be made for purchases in the United States when "Request to Pay Bills" accompany the invoice sent the Board by the firm selling the goods, and/or when a copy has previously been sent to the Treasurer. (Cf. Art. 147, 4.) All such payments will be charged to the salary account of the missionary.

Art. 151. Missionaries' Savings and Investments

1. Moneys belonging to missionaries may not be left with the Treasurers either for savings or investment.

2. The Treasurers upon the request of the missionary will place such savings in banks or trust companies or make remittances elsewhere.

Art. 152. Safe-keeping of Documents

The Treasurers upon request will keep in the Board vault insurance policies, bank books, building and loan association books,

wills, and other valuable papers. If bonds are entrusted to the custody of the Treasurers, coupons will be clipped regularly and the proceeds handled according to the missionary's instructions. Stock certificates may also be left with the Treasurers and arrangements will be made to handle checks in payment of dividends. A receipt listing all of these papers will be given to each missionary. The Board will take the same care of these papers as it does of its own valuable documents, but beyond that does not assume responsibility.

Art. 153. Other Services

The Treasurers will handle other matters of a business nature, where desired. Where necessary a power of attorney will be accepted to carry out such transactions as missionaries may wish to entrust to the Treasurers.

XVII. CREDENTIALS

Art. 155.

Ministerial. An ordained missionary who is a member of an Annual Conference should arrange with the presiding Bishop of his Conference in this country a transfer to the Conference to which he is assigned. If he seeks credit for work done in school in the Conference Course of Study, he should take a statement of his grades properly certified, for presentation to the Board of Conference Examiners.

Lay Members. A lay missionary should take a transfer of church membership for himself and family with a statement of his standing (i. e. local preacher, exhorter, member of Quarterly Conference).

Professional. Many Latin American countries now require legalization of diplomas before entry permit can be obtained. It is advisable to secure from the Department of Transportation information as to the requirements regarding professional (including teachers, doctors, nurses) credentials in the country to which the missionary is appointed.

XVIII. PENSIONS OF MISSIONARIES

Art. 160.

A. Division of Foreign Missions

On June 1, 1944, the Division of Foreign Missions put into effect a contributory Pension Plan, described below. All pensions, therefore, from the above date, upon retirement, will be calculated on the basis of $17.50 per missionary; $35. per married couple for each year of service.

Because of the generosity of the family of Everill S. Collins, the Pension Fund has been named The Collins Pension Fund for Missionaries.

As the pensions are figured on an individual basis, when either the husband or wife dies the survivor receives a pension based only on his or her own years of service.

Regulations of the Collins Pension Fund for Missionaries:

1. Participation in the Collins Pension Fund for Missionaries shall be compulsory for all missionaries including Special Term missionaries of the Division of Foreign Missions.

2. Retirement age for a missionary couple may be at any time after six months' furlough following the 65th birthday of the husband, but in no case later than after a six months furlough following his 70th birthday.

3. Retirement age for a single man or a widower may be at any time after six months' furlough following his 65th birthday, but in no case later than after a six months furlough following his 70th birthday.

4. Retirement age for a single woman or widow may be at any time after six months' furlough following her 60th birthday, but in no case later than six months following her 65th birthday. Should the wife of a retired missionary become a widow while herself under the retirement age, she may apply to the Division for reinstatement as an active missionary.

5. Payments to the fund by the missionary and the Division are to be made monthly. Each missionary (counting a married couple as two) married or single, shall contribute monthly $3.50 and the Board will contribute monthly $8.10. Both of these amounts, plus the income from the investment of the total fund,

will be added to the Pension Fund, from which total amount pensions will be paid in monthly installments. The rate of earning on the total fund shall be calculated by the actuary at the rate of 3% per annum.

6. Each missionary of the Division will sign a statement authorizing the Treasurer to deduct $3.50 monthly from his salary to cover his contributions to the fund.

7. An ordained missionary leaving the employ of the Division but continuing his relationship with an Annual Conference must leave in the fund all contributions which will entitle him to pension for his years of service with the Division as provided by this plan, the same to begin at the retirement age fixed by General Conference legislation. Should the wife of such a former missionary become a widow, she will be entitled to pension in accordance with paragraph 4 of these regulations.

8. A lay missionary, who withdraws from missionary service and official Methodist work, may receive a refund of his total cash contributions, plus interest earned, but not to exceed 3% per annum, compounded annually, and thereby renounce all pension claims on the Division of Foreign Missions, and in such case the Division's contributions remain in the fund. Or, he may leave all contributions in the fund and retain annuity rights already provided, with pension to start at retirement age, as provided by this plan, after he is retired.

9. In case an ordained missionary gives up his ordination papers, voluntarily or otherwise, he may exercise the option of a lay missionary, as provided in paragraph 8.

10. A missionary on leave of absence without salary from the Division may contribute both the personal and the Division's share, and continue in the Pension Fund for a period not to exceed five consecutive years.

11. The Pension Fund is to be accounted for separately, and to be used for the purpose of pensions only.

12. A missionary may not use his pension claim as collateral for loans.

13. At least every four years there is to be an actuarial review of the fund, which review is to be made by an actuary selected by the Division.

14. If a missionary because of disability retires, or is retired, before minimum retirement age, the Division and missionary will cease to contribute to the Pension Fund for his retirement allowance. When the missionary reaches retirement age he will receive a pension based on his and the Division's contributions to the fund. During the interim the Division will, if it deems it necessary, provide from its General Funds an allowance until the missionary reaches retirement age, at which time the missionary will begin to draw from the Pension Fund such pension as is provided by the contributions accumulated up to the date on which he and the Division cease to contribute to the fund for his retirement allowance.

15. No one may participate in the Pension Fund to any greater extent than the accumulated reserves of his and the Division's contributions plus interest entitle him (as a part of the total group Pension Plan) according to the terms of the plan, unless there is added to the fund the necessary capital to cover the reserve liability, which amount will be determined by the actuary.

16. A pension agreement shall be drawn up between each missionary and the Division setting forth the terms and benefits of the Pension Plan, to be signed by both the Division and the missionary.

17. The Division or its Executive Committee shall in the future have the right to amend, modify or cancel the provisions of the Pension Plan upon delivering written notice thereof to the missionaries at their residence address as it appears upon the records of the Division. Such changes shall not affect any pension obligations incurred prior to such notice of amendment, modification or cancellation.

18. The Collins Pension Fund for Missionaries shall be invested as a part of the Permanent Fund of the Division of Foreign Missions. The pension agreement as provided in paragraph 16 shall include a paragraph whereby each missionary specifically accepts this plan of investment of the Collins Pension Fund for Missionaries.

19. If a missionary dies before retirement, his total cash contributions with interest compounded annually will be paid to a specified beneficiary.

Art. 161.

B. Woman's Division of Christian Service

Every missionary in service prior to July, 1940, is included in the pension plan of the organization which sent her to the field and upon retirement will receive allowance according to the provisions of that plan.

For missionaries of the Woman's Division of Christian Service, commissioned July, 1940, or thereafter, the Division has set up a new contributory pension plan. Its provisions are as follows:

I. (a) The Woman's Division of Christian Service shall have a compulsory, contributory pension plan for all missionaries and deaconesses of the Woman's Division who have been commissioned on or after July 25, 1940, or whose salary began on or after April, 1940.

(b) A deaconess having been consecrated according to the *Discipline,* Par. 1253, Sec. 3, by a Bishop of The Methodist Church in the Annual Conference of which she is a member, shall have the same standing as a deaconess commissioned by a Bishop at a meeting of the Board of Missions and Church Extension.

II. Each missionary and deaconess shall contribute to the Pension Fund twenty dollars ($20.) annually, the same to be deducted from salary checks monthly or quarterly and paid into the Pension Fund, these payments to begin as of January 1, 1943.

III. A missionary or deaconess shall be automatically retired at the age of sixty-five years.

IV. The annual pension shall be at the rate of $15. for each year of service.

V. A missionary or deaconess who is unable, through no fault of her own, to continue in service until retirement age, and is retired by the Woman's Division, shall be subject to the following:

1. If she has already given fifteen years of service, the case shall be reviewed by the Pension Committee, and upon its recommendation provision shall be made from current funds of the Woman's Division until such time as (a) remunerative employment be found or (b) retirement age is reached.

2. There shall be an annual review and recommendation of each case.

3. The missionary or deaconess on retirement shall cease to pay to the Pension Fund.

VI. A missionary or deaconess withdrawing from the work may upon request have the amount of her contribution refunded without interest.

VII. In computing pension allowances, the furlough or sabbatical year for missionaries and deaconesses from the Home and Foreign Departments shall be considered as part of their active years of service. Credit for extension of service beyond retirement age shall be granted only on recommendation of the Executive Committee of the Departments concerned and referred to the Woman's Division. Years on leave of absence shall not be counted as pension years when granted at the request of the missionary or deaconess.

VIII. All pension payments cease with pension check paid prior to death of pensioner.

IX. A missionary or deaconess may designate her beneficiary to whom the amount of her contribution to the fund shall be paid in the event of her death before retirement age.

X. The Pension Fund of the Woman's Division shall be established by the payment of $100. annually for each missionary or deaconess on the roll in 1941 and 1942 from the funds of the Home and Foreign Departments in accordance to the number on each roll.

XI. In accordance with an actuarist study that has been made, the Woman's Division shall pay into the Pension Fund $80. per year for each missionary and deaconess under this plan, the same to be effective January 1, 1943; and this amount shall become a part of the annual appropriations of the Home and Foreign Departments in proportion to the number on each roll.

XII. This fund shall be invested as a restricted fund and the interest credited to the Pension Fund.

XIII. The Pension Fund is to be accounted for separately and to be used for the purpose of pensions only.

XIV. A missionary or deaconess may not use her pension claim as collateral for loans.

XV. An actuarial review of the fund shall be made quadrennially by an actuary selected by the Division.

XIX. FELLOWSHIPS FOR EXPERIENCED NATIONALS

Art. 170. Policy

As one way of cooperating with the younger churches it is the desire of the Board to encourage carefully selected younger leaders from each field to spend a period in advanced study in the United States of America, or elsewhere outside their own country. For this purpose fellowships will be awarded, as funds and applicants are available, to a limited number of men and women from each geographical area.

Art. 171. Provision of Fellowships

1. Except in emergencies, fellowships will be provided by the Board only when full arrangements have been made prior to the student's leaving his own country. Fellowships, at most, will provide only part of the necessary study costs and will vary in different institutions. It is expected that a considerable proportion of the costs will be provided by the student, the school in which he will study, or the field in which he has been working. No fellowship will be granted until dependable provision has been made for travel and other necessary expenses.

2. Fellowships will be awarded for only one year at a time. As a general rule fellowships will not be granted for more than two years, and the continuance for the second year will be dependent upon the character of the work done.

Art. 172. Qualifications of the Applicant

1. Sufficient experience in the use of English to be able to take college work through the medium of the English language is a prerequisite.

2. Applicants are expected to complete their undergraduate college work in their own country. The Board may make exception to this rule in the case of otherwise qualified persons. As a general rule, applications will be considered only from persons who are at least twenty-five years of age, and who have had three or more years of effective Christian service since graduation from college.

Art. 173. Applications

1. As a general rule, application should be made at least one year before the student hopes to begin study, thus allowing time for full consideration and for conference with the institution where the study is proposed.

2. Applications are to be presented through the Field Committee on blanks provided for this purpose, and the application should be accompanied by a recommendation from the resident Bishop, and also by a recent photograph of the applicant. Field Committees should recommend only such persons as are expected to re-enter the work of the Church, or its related institutions. Applicants who serve union institutions present their applications through the Field Committee, just as do all others, but their papers should include a recommendation from the governing body of the institution. The application, and the supporting data, are to be sent to the Board's Secretary for the field concerned.

3. A report of a medical examination by a doctor satisfactory to the Field Committee should accompany the application on the medical form provided by the Board's Medical Secretary.

These fellowships are to be repaid by continued service on the field. A specific agreement shall be made with each accepted applicant.

XX. MISCELLANEOUS

Art. 180. Location of Headquarters

The Headquarters of the Board are at 150 Fifth Avenue, New York 11, N. Y., at the corner of Fifth Avenue and Twentieth Street. The cable address of the Board is "Missions New York." The offices are closed on Sundays and part of Saturdays and on holidays legal in New York.

Art. 181. Annual Meeting

The Annual Meeting of the Board of Missions and Church Extension shall be convened in the City of New York on Tuesday of the first full week of December of each year, unless otherwise ordered by the Board or by the General Executive Committe.

Art. 182. Names to be Used in Legal Documents

The proper legal names of the Board and of the Divisions are given in Arts. 2 and 3. The Board and also each of the three administrative Divisions are separately incorporated under the Laws of the State of New York. For convenience, the shorter expressions, "Board," "General Division" and "Woman's Division," are frequently used, but in deeds, bequests and all other legal documents, the correct legal names should be used.

Art. 183. Officers and Administrative Staff

The names of officers and administrative Staff of the Board and of all its Divisions are printed each year in the Journal of the Annual Meeting of the Board.

Art. 184. Political Activity

Since missionaries are not citizens of the countries in which they labor, they should refrain from involvement in political activities, movements and disputes, and from any interference in matters of government. In all relationships missionaries should remember that they are guests in the country in which they labor.

Art. 185. Making a Will

Each missionary should make a will and should deposit a memorandum as to its location both with the Division Treasurer in New York and with the Mission Treasurer on the field. At all times the missionary's will should be readily available, whether on the field or on furlough.

Art. 186. Amendments

The Board reserves the right to modify or amend this *Manual* in whatever way appears to be in the best interest of the cause of missions at home and abroad.